

PROCUREMENT METHODS

- **Requests for Quotations (RFQ's)** are used for purchases valued below \$30,000, unless the complexity of the terms and conditions requires the added controls of a more formal bid process. The Procurement & Contracting Department solicits written quotations for these requirements. The RFQ is awarded to the lowest responsive and responsible vendor.
- **Invitations for Bid (IFB's)** are used for procurements valued at \$30,000 or higher. The IFB is a formal procurement method which provides detailed specifications, is publically advertised and offers a public bid opening at a prescribed time and date. Contracts resulting from the bid process may be for a one-time procurement or a term contract which may include options to renew the contract. All vendors registered with the County to receive solicitations in the commodity group are emailed a notice of the IFB.
- **Requests for Proposal (RFP's)** are normally used when it is not possible to identify exact specifications and/or if the issue of "how to achieve the desired result" is best left up to the vendor to propose. The RFP is a formal "best value" procurement method and is used when factors other than price must be considered when selecting a vendor. An RFP requires the respondent to submit both technical and cost proposals. Upon receipt of the proposals, an Evaluation Team reviews the Technical proposals and shortens the list to the most susceptible for award prior to opening the Price proposal portion of the response. Award is made to the respondent offering the best method for delivering the desired result.

WHERE TO FIND BID INFORMATION

Frederick County's Procurement & Contracting Department offers a full-service website that allows vendors to register their company to do business with the County, select commodities that they are interested in receiving solicitations for, and update their own information at their discretion. The site also offers additional information about doing business with the County, recent and archived solicitation results, information on procurement methods, and links to other jurisdictions. Registered vendors may download any solicitation they are interested in and will be automatically notified of any Addenda to that solicitation.

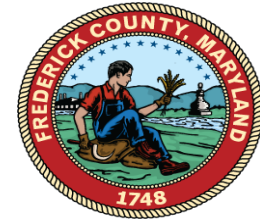
The website also provides a listing of Invitations for Bid, Requests for Proposals, and related Addenda, and is updated regularly. Award information can be found at www.frederickcountymd.gov/purchasing

If a registered vendor is interested in learning more about a solicitation, they can download documents from the website. If the documents have a cost associated with them, they can be obtained by writing, or visiting the Procurement & Contracting Department. Vendors are encouraged to ask for Bid/RFP packages by number and title.

Call us with questions,
we're happy to help!

www.FrederickCountyMD.gov/Purchasing

FREDERICK COUNTY PROCUREMENT & CONTRACTING GUIDE



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INTRODUCTION

Frederick County, Maryland is part of the “Golden Triangle” located 45 minutes from both Baltimore and Washington, DC. The largest county in Maryland at 663 square miles, Frederick is also Maryland’s fastest growing county in Maryland. At the heart of Frederick County is the City of Frederick, the second largest city in Maryland. The County is home to more than 250,000 residents, has 9,000+ businesses employing 91,000+ people, and is governed by a County Executive and seven elected County Council.

Frederick County, Maryland’s demand for goods and services creates a continuous need for items of every nature and description. County services include police, fire and rescue, corrections, public works, planning and zoning, landfill, water and sewer, and parks and recreation. All goods and services are purchased through the Department of Procurement & Contracting.

In an effort to stimulate competition, we provide all interested vendors an opportunity to offer their products and services to Frederick County. We are constantly looking for new sources of supply and innovative services and encourage vendors to register with the Procurement & Contracting Department.



ONLINE VENDOR REGISTRATION

The first step to doing business with Frederick County is becoming a Registered Vendor. To register, go to the website: www.FrederickCountyMD.gov/Purchasing and click on “Vendor Registration”. Frederick County's registration process requires company name, address and contact information, and a Federal Employer Identification Number before being fully registered.

Based on the commodity information provided the Procurement & Contracting Department on the vendor registration, registered vendors receive notification via email of current Invitations for Bid and Requests for Proposal, and may be contacted for Requests for Quotation for the goods and services they supply.

CHANGES IN VENDOR INFO

The Vendor Registration System is self-administered. Vendors are responsible for the content of their own file and any subsequent updates that they may require may be done by them.

ALL ARE WELCOME

Qualifications of Bidders are not reviewed prior to placement on the vendor list, as such; there are no limitations to being included. Simply complete the registration and all vendors or interested parties are free to download our solicitations. Registration on the vendor’s list does not guarantee business, but opens the door to possibilities!

All are encouraged to register.

SMALL/MINORITY/WOMEN BUSINESS AND LOCAL ENTERPRISES

Frederick County encourages all segments of the business community to participate in its procurement program and register with Procurement & Contracting.

OUR MISSION

The mission of the Frederick County Procurement & Contracting Department is to provide professional, value-added procurement services, using effective, innovative processes that result in continuous customer satisfaction, while maintaining public trust, with the assurance that each dollar expended will be used in the most efficient manner. In this spirit, free and open competition, and equal opportunity for all qualified vendors is promised.